



# **City of Whittier**

## **Special Meeting Packet**

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**April 28, 2022**



# THE CITY OF WHITTIER

*Gateway to Western Prince William Sound*

P.O. Box 608 • Whittier, Alaska 99693 • (907) 472-2327 • Fax (907) 472-2404

April 28, 2022 *Special Meeting*

6:00 p.m.

Council Chambers

Dave Dickason  
Mayor  
Term Expires 2022

Peter Denmark  
Vice Mayor  
Term Expires 2023

Victor Shen  
Council Member  
Term Expires 2024

Tom Wagner  
Council Member  
Term Expires 2022

Daniel Blair  
Council Member  
Term Expires 2022

David Pinqouch  
Council Member  
Term Expires 2023

Cathy McCord  
Council Member  
Term Expires 2024

James Hunt  
City Manager

Jackie C. Wilde  
Assistant City  
Manager

Holly Wells  
City Attorney

**1. CALL TO ORDER**

**2. OPENING CEREMONY**

**3. ROLL CALL**

**4. CITIZEN COMMENTS ON ANY SUBJECT EXCEPT THOSE ITEMS SCHEDULED FOR PUBLIC HEARING** *[Those who have signed in will be given the first opportunity to speak. Time is limited to 2 minutes per speaker and 36 minutes total time for this agenda item.]*

**5. APPROVAL OF AGENDA AND CONSENT AGENDA** *[Approval of Consent Agenda passes all routine items indicated by asterisk (\*). Consent Agenda items are not considered separately unless a council member so requests. In the event of such a request, the item is returned to the Regular Agenda]*

**6. PRESENTATIONS AND REPORTS - None**

**7. PUBLIC HEARINGS (NON-ORDINANCE)-** *[Those who have signed in will be given the first opportunity to speak. Time is limited to 5 minutes per speaker. Anyone wishing to speak a second time may do so only after all other persons have spoken, and then for 1 minute.]*

**8. NEW BUSINESS**

**A.RESOLUTIONS**

**1. RESOLUTION 2022-015 –** A Resolution of the City Council of the City of Whittier, Alaska, Authorizing the City Manager to Purchase Two Portable Restroom Units for the Harbor Business District from Portable Restroom Trailers, LLC, in an Amount Not To Exceed \$225,000 Including Shipping, And Appropriating Funds.....**Pg 3**

- \* 2. **RESOLUTION 2022-016**- A Resolution of the City Council of the City of Whittier, Alaska, Authorizing the City Manager to Solicit Interest from Trail Maintenance Companies and Enter into a Trail Maintenance Contract to Perform Summer 2022 Maintenance on Horsetail Falls Trail Without a Formal RFP Process for an Amount Not to Exceed \$22,000 and Appropriating Funds.....Pg 13

**B. OTHER NEW BUSINESS ITEMS – None**

**9. COUNCIL COMMENTS**

**10. CITIZEN COMMENTS** *[Those who have signed in will be given the first opportunity to speak. Time is limited to 5 minutes per speaker]*

**11. COUNCIL AND ADMINISTRATION RESPONSE TO CITIZEN COMMENTS**

**12. ADJOURNMENT**

**CITY OF WHITTIER, ALASKA  
RESOLUTION 2022- 015**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITTIER, ALASKA, AUTHORIZING THE CITY MANAGER TO PURCHASE TWO PORTABLE RESTROOM UNITS FOR THE HARBOR BUSINESS DISTRICT FROM PORTABLE RESTROOM TRAILERS, LLC IN AN AMOUNT NOT TO EXCEED \$225,000 INCLUDING SHIPPING, AND APPROPRIATING FUNDS**

**WHEREAS**, the City Comprehensive Plan has identified the need to provide modern, maintained public restrooms to expand and improve facilities to meet current and future customer demand; and

**WHEREAS**, the City's existing harbor restrooms are inadequate to meet the growing needs of our summer visitor industry and the lack of adequate restroom facilities reflects poorly on customer service to our visitors, local residents and business owners; and

**WHEREAS**, the City is in dire need of a solution to the restroom problems in the harbor district and construction of long-term restrooms will take time to plan and fund, whereas the purchase of portable restrooms will allow for an immediate solution to the restroom crisis and these portable restrooms can be redeployed to other areas once permanent restrooms are constructed, expanding the City's restroom capacity; and

**WHEREAS**, the City has solicited quotes from Portable Restroom Trailers LLC and they are able to provide equipment that meets the City's specifications (i.e. small footprint, sufficient stalls, utility access).

**NOW, THEREFORE, BE IT RESOLVED** by the Whittier City Council that:

**Section 1.** The City Manager is hereby authorized to enter into a purchase agreement with Portable Restroom Trailers LLC for the purchase of two portable restroom units for an amount not to exceed \$225,000 with a contingency of 10% for shipping.

**Section 2.** Funding is hereby approved from the CPV Reserves account no. 20-000-3000 to the Equipment account no. 20-990-9990.

**Section 3.** The City Council hereby finds it to be in the public interest to sole source the purchase of this equipment in accordance with WMC 3.32.210 due to the adverse impact to public health and safety resulting from inadequate public restroom facilities which, when

combined with possible covid concerns, warrants purchase without delay. Failure to order the units immediately will result in a delay in delivery of units until after the busy summer season.

**Section 4.** This resolution shall take effect immediately upon adoption.

**PASSED AND APPROVED** by a duly constituted quorum of the Whittier City Council on this 28<sup>th</sup> day of April, 2022.

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Dave Dickason, Mayor

AYES:  
NAYS:  
ABSENT:  
ABSTAIN:

**ATTEST:**

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Naelene Matsumiya  
City Clerk

# Council Agenda Statement



**Meeting Date:** April 28, 2022  
**To:** City Council  
**From:** Jim Hunt, City Manager  
**Agenda Item:** Resolution 2022-015 Sole Source purchase of two portable restroom units

**BACKGROUND. JUSTIFICATION & INTENT:**

The City of Whittier has insufficient and inadequate restroom facilities to serve visitors in the summer, especially in the harbor business district. The lack of adequate restroom facilities burdens local businesses that provide bathrooms, as the general public enters businesses solely to use their restrooms. Inadequate restroom facilities generates numerous customer complaints from visitors since Whittier’s public restroom facilities do not meet reasonable expectations. An upgrade to the number and quality of harbor district restrooms will help to attract and retain visitors to the community.

The City will replace at least two existing restroom buildings in the Harbor area in the coming years. A challenge to replacing restrooms quickly is the need to survey, estimate future utilization and assess the ideal configuration of Whittier’s future harbor waterfront to determine the best location for restrooms. Instead of replacing existing bathrooms quickly at existing locations, a proposed waterfront study will contain a study of restroom needs and identification of ideal restroom locations.

The administration recommends purchase of two portable toilets of at least 8 units each, to address demand until a permanent solution can be identified. Staff will continue to investigate funding for the future replacement facilities and when those restrooms are in place, these portable restrooms will be redeployed to various areas of the community as needed (i.e. special events, campground area, basketball court, trail heads, or other locations lacking adequate restrooms).

<b><u>CONSISTENCY CHECKLIST:</u></b>		Yes	No	N/A
1.	2020 Comprehensive Plan ( <i>document source here</i> ): p. 101 “Provide modern, maintained public restrooms and shower facilities.”	X		
2.	Whittier Code: WMC 3.32.210(C)			
3.	Other ( <i>list</i> ):			

**FISCAL NOTE:**

The total cost of the two portable restroom units will depend on unit availability at the time of Council approval. Representative samples are included in the packet. Staff previously identified available used units but they were sold because of the delay in obtaining Council approval, so a prompt decision is imperative to avoid losing this opportunity. The total cost of two units, including shipping, will be paid from CPV Funding as an appropriate use these funds to serve the cruise industry visitors to Whittier.

**ATTORNEY REVIEW:** Yes \_\_\_\_\_ No \_\_\_\_\_ Not Applicable  X

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**RECOMMENDATION:** That the Whittier City Council approve the purchase of two portable restroom units for the harbor business district.

# Used 10 Station Portable Restroom Trailer | Calypso Series - 4 Season Package - Smarter Restroom App



**Available Now**

Be the first to review this product

**\$68,560.00**

Regular Price **\$76,800.00**

SKU # RRUA220313

Qty

Financing as low as \$1,185 per month for 72 months QBO

 Large  7 Toilets  3 Urinals  Up to 750 Guests  3 Sinks

Overview

## Designer Portable Restrooms Trailer for Wineries, Event Venues, and Parks

Provide your guests with the best! This Used 10 Station Calypso Series Portable Restroom Trailer Calypso Series offers a durable and upscale environment perfect for any event, casual or formal. This specific unit has been professionally inspected to live up to all of your expectations.

This used portable restroom trailer is completely self-contained a 200-gallon onboard fresh water tank and an 865-gallon waste tank. A clean, fresh exterior greets each guest with heavy-duty fold-up aluminum steps and rails for easy access. The women's suite includes five privacy stalls with white ceramic china flushable toilets, double sink vanity with metered faucets, and a large shatter-proof vanity mirror. The men's suite includes two privacy stalls with white ceramic china flushable toilets, three urinals with privacy dividers, and two single sink vanities with mirrors.

Provide your guests with year-round comfort with air conditioning and a 4 season heat package (rated to -20°F). This trailer is also upgraded to include a water heater so your guests can enjoy a hot water hand wash.

**Smarter Restrooms App** - An interactive tool allowing portable restroom rentals fleet owners to monitor operational systems for their trailer(s) from any smartphone, tablet, or computer. You can easily maintain systems operations with the ability to monitor waste and fresh water tank levels, power, and interior climate control.

*\*Photos are used to show interior package and may not be representation of exact unit. Please see layout or speak to a sales specialist.*

Features/Specifications

**Model Year: 2019**

**Stations: 10**

**Standard Toilets: 7**

**Urinals: 3**

**Sinks: 3**

**Laundry: No**

**Fresh Water Tank (Gallons): 200**

**Waste Tank (Gallons): 865**

**Water Heater: Yes**

**Smarter Restrooms App: Yes**

**Mechanics Room: Yes**

**Box Length: 24'**

**Curb Weight (lbs.): 9880**

**GVWR: 12000**

**A/C Unit Type (BTU): 13.5K**

**A/C Unit Count: 2**

**Water Supply: City Water**

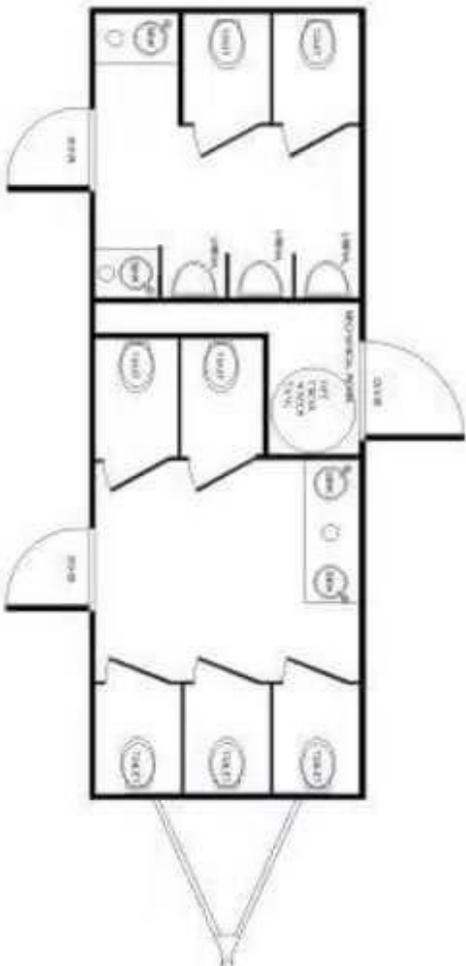
**Power Supply/Cords: (1-4)120V/30 amp**

**Motion Sensor Step Lights: Yes**

**Warranty Information:** This new unit has a 12 year trailer roof membrane manufacturer warranty, a 1 year trailer manufacturer warranty on the trailer, and a 1-3 year warranty on Individual appliances.

Registration details are provided by their individual appliance manufacturers and are located in the component binder located in the mechanics room on the backside of the trailer.

Floor Plan



- Warranty
- Product Questions

**Related Products**



[Virtual Tour Available](#)

[10 Station Restroom Trailer | Calypso Plus Series - 3 Season Package](#)

\$98,990.00 Regular Price \$103,990.00

SKU# LGA079687

**Available Now**

 Large

 7 Toilets

 3 Urinals

 Up to 750 Guests

 4 Sinks

[View Details](#)



[10 Station Restroom Trailer | Tacoma Series - 4 Season Package](#)

\$79,900.00 Regular Price \$86,980.00

SKU# BTA916788

**Available Next Quarter**

 Large

 6 Toilets

 4 Urinals

 Up to 550 Guests

 4 Sinks

[View Details](#)

**CITY OF WHITTIER, ALASKA  
RESOLUTION 2022- 016**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITTIER, ALASKA, AUTHORIZING THE CITY MANAGER TO SOLICIT INTEREST FROM TRAIL MAINTENANCE COMPANIES AND ENTER INTO A TRAIL MAINTENANCE CONTRACT TO PERFORM SUMMER 2022 MAINTENANCE ON HORSETAIL FALLS TRAIL WITHOUT A FORMAL RFP PROCESS FOR AN AMOUNT NOT TO EXCEED \$22,000 AND APPROPRIATING FUNDS**

**WHEREAS**, the Whittier Comprehensive Plan has identified the need to perform maintenance on Whittier’s local trails, since trails attract thousands of visitors and local residents wishing to enjoy the scenic beauty in and around Whittier; and

**WHEREAS**, the City desires to contract with an experienced trail maintenance crew to perform two primary trail repair projects on the Horsetail Falls Trail, involving repair of a collapsed rock staircase, constructing a switchback with fill slope utilizing native materials, restore failing steps and run on a steep slope necessitating construction of a switchback/climbing turn, brush removal, and rerouting an unsustainable section of trail with approximately 250 ft of full bench trail three feet wide hardened with gravel currently available on-site; and

**WHEREAS**, the City wishes to perform these trail improvements during the summer of 2022 and in order to retain a qualified contractor prior to the busy construction season getting underway, must engage the services of a contractor very soon; and

**WHEREAS**, the City will evaluate and select a qualified firm capable of dispatching a five-person crew to Whittier for an estimated two weeks to perform trail maintenance at a cost not to exceed \$20,000, including the crew contract plus necessary trail materials and supplies; and

**WHEREAS**, the City budget includes \$8,000 in funding for trail maintenance, necessitating an added appropriation of \$12,000, to complete these highest-priority repairs; and

**WHEREAS**, these trail improvements represent some of the worst sections of trail and conducting these repairs in a single season rather than over two seasons will reduce continued erosion and deterioration of the bad trail sections and avoid increased projects costs resulting from multiple mobilization and demobilization efforts.

**NOW, THEREFORE, BE IT RESOLVED** by the Whittier City Council that:

**Section 1.** The City Council hereby determines it to be in the public interest based on the recitals above which are incorporated herein, to authorize the City Manager to enter into a contract with a trail maintenance crew in an amount not to exceed \$20,000, through negotiation rather than competitive procurement in accordance with WMC 3.20.210(D), based on selection of the most qualified firm at a cost that is determined fair and reasonable, and within available funding.

**Section 2.** Funding in the amount of \$12,000 is hereby appropriated from the General Fund Reserves account no. 01-000-3000 to the Parks and Recreation professional services account no. 01-800-7340.

**Section 3.** This resolution shall take effect immediately upon adoption.

**PASSED AND APPROVED** by a duly constituted quorum of the Whittier City Council on this 28<sup>th</sup> day of April, 2022.

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Dave Dickason, Mayor

AYES:  
NAYS:  
ABSENT:  
ABSTAIN:

**ATTEST:**

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Naelene Matsumiya  
City Clerk

# Council Agenda Statement



**Meeting Date:** April 28, 2022  
**To:** City Council  
**From:** Jim Hunt, City Manager  
**Agenda Item:** Trail Maintenance and Repair Contract – Horsetail Falls Trail

**BACKGROUND. JUSTIFICATION & INTENT:**

The City of Whittier Parks and Recreation committee has identified a priority section of Horsetail Falls Trail in need of repair. The trail requires repair of a collapsed rock staircase, construction of a switchback with fill slope utilizing on-site native materials, restoration of failing steps and run on a steep slope, construction of a switchback/climbing turn, and rerouting an unsustainable trail section with an approximately 250 ft section with hardened gravel currently available on-site. The deteriorated trail sections will become more costly to repair over time, making it advisable to perform the repairs in a single season rather than to spread the repairs over multiple seasons. Given the estimated increase in visitors to Whittier in the next few years, it would be best to perform these repairs prior to an increase in daily activity on the trails, so the sooner the repairs are performed, the better.

<b><u>CONSISTENCY CHECKLIST:</u></b>		Yes	No	N/A
1.	2020 Comprehensive Plan ( <i>document source here</i> ): p. 83 “maintain existing trails”; p. 104 “Improve Whittier’s trail system”	X		
2.	Whittier Code: WMC 3.32.210(D)			
3.	Other ( <i>list</i> ):			

**FISCAL NOTE:**

The 2022 City budget includes \$8,000 for this project. The estimated cost for a 5-person crew for two full weeks is approximately \$17,000. The request is for a total appropriation of \$20,000 to include the cost of the crew plus any necessary materials, supplies, crew water, etc. This requires an additional appropriation of \$12,000.

**ATTORNEY REVIEW:** Yes \_\_\_\_\_ No \_\_\_\_\_ Not Applicable   X  

**RECOMMENDATION:** That the Whittier City Council authorize the City Manager to negotiate a sole-source contract with an experienced trail maintenance crew to perform necessary repairs on Horsetail Falls Trail.

